

**Tuscola County
Regional DWI Court Coordinator**

The Tuscola County Trial Courts are looking for qualified applicants to coordinate a Regional DWI Court program which we will be leading. The program is a pilot project aimed at bringing the benefits of the problem-solving approach to criminal justice into Michigan's Thumb region (Tuscola, Huron, Sanilac counties) to address the unique problems of DWI offenses. Under the supervision of the Regional DWI Court judges, the coordinator shall have two general categories of responsibilities:

Direct Programming: schedule and coordinate the Regional DWI Court's docket and events; manage the program's budget and ensure compliance with the reporting requirements of the grant which is financing the program; prepare appropriate paperwork and make appropriate data entries into the data-reporting system used by the SCAO; supervise the case manager and develop strategies to ensure that the case manager's involvement maximizes the delivery of services to program participants; and other general supervision of the program.

Program Support: organize a public outreach initiative for the program, building a sustainable constituency for the program among the general public so that the program can continue in the event that grant funds are no longer available; developing relationships with vendors to receive donated or discounted items that will be useful as appropriate incentives for program participants or for the use of the program itself (office supplies and the like); evaluation of current service providers and potential alternatives, with recommendations on what courses of treatment are most effective.

Required Education and Skills:

- Bachelor's degree
- Previous administrative experience in a court, or equivalent setting
- Candidates with prior knowledge of the criminal justice system and a demonstrated proficiency in handling probationers will be preferred

Compensation: \$25/hr (up to \$32,500) 25 hours per week expected.

Send resume to: Tuscola County Trial Court Administrator
440 North State Street
Caro, MI 48723

Deadline: October 14, 2013